# **Introduction**

During the 2024-2025 academic year, Massachusetts sponsoring organizations are expected to create and employ an implementation plan to prepare their personnel, partners, and candidates for full implementation of the 2024 CAP Guidelines by 2025-2026. As stated in the June 27, 2024 memo released with the 2024 CAP Guidelines, plans may include, but are not limited to, piloting the updated CAP Guidelines with individual program supervisors or licensure programs, collecting and synthesizing stakeholder feedback on integrating the PSTs into coursework, training and support for field supervisors to internalize the updated expectations, and/or participation in one or more DESE implementation support offerings.

For sponsoring organizations who choose to implement the revised CAP with some or all of their candidates, CAP data submission is still required for all candidates. For any candidates who are using the 2019 CAP, you may use the CAP Online Platform as designed and/or the 2019 CAP data submission spreadsheet, as you have been doing in recent years.

The CAP Online Platform will be updated to reflect the 2024 CAP in July 2025. Because the CAP Online Platform will remain the same throughout the 2024-2025 academic year, for candidates using the 2024 CAP, your SO may either use an alternate spreadsheet to submit candidates’ CAP data or use the CAP Online Platform with the modifications described below.

Below is an overview of these two options. ***Again, these are only applicable to candidates using the 2024 CAP during the 2024-2025 academic year.***

**Option 1: Use spreadsheet to submit CAP data outside of CAP Online Platform**

Each year, organizations that do not use the CAP Online Platform submit their CAP data using a DESE template. For all candidates who use the 2024 CAP and do not use the modified CAP Online Platform, organizations will still be required to submit the CAP Data Submission Template. This means some organizations may submit data both through the CAP Online Platform (for candidates using 2019 CAP) and through the spreadsheet (for candidates using the 2024 CAP, if they do not choose to use option 2 below).

The CAP Data Submission Template will not be updated for the 2024-2025 academic year. Sponsoring organizations should use the existing CAP Data Submission Template with modifications for the new Essential Elements for candidates using the 2024 CAP.

Modifications:

* Enter information for Inclusive Instruction in field for Well-Structured Units and Lessons
* Enter information for Collaboration on Student Learning and Well-Being for Meeting Diverse Needs

Please note, the inputs for this template are very specific to ensure it can communicate with our data systems. If a cell is filled out with even a small error, e.g. a space after a candidate’s name, the spreadsheet will return with an error message and will not be able to be submitted until the error is fixed. If you choose to use this data submission option, in order to minimize frustration, please carefully read the [CAP Data Retention & Submission Quick Reference Guide](https://www.doe.mass.edu/edprep/cap/qrg-datacollection.pdf).

**Option 2: Use the CAP Online Platform with modifications below**

Organizations may also choose to use the CAP Online Platform for candidates using the 2024 CAP; however, because of the changes made to the Essential Elements, some modifications will need to be made to the information in some fields.

Below is a table of each page of the CAP Online Platform, the changes in the 2024 CAP that affect the information on that page, and the modifications needed to use the CAP Online Platform with 2024 CAP.

**Please note: These modifications will only be required during the 2024-2025 academic year for any candidates that use the 2024 CAP.** After the CAP Online Platform is updated in July 2025, the Platform will align with the 2024 CAP Guidelines, and modifications will not be needed.

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| **CAP Online Platform Page(s)** | **2024 CAP Change** | **How to Modify in CAP Online Platform** |
| **CAP Form** | Sign-off for SP qualifications | DESE will not require this sign-off in 2024-2025; SOs may disregard this change in the CAP Form. |
| **Rubric Summary**  **Self-Assessment**  **Finalized Goal and Implementation Plan**  **Formative Assessment** | Updated Essential Elements | Enter information for Inclusive Instruction in field for Well-Structured Units and Lessons  Enter information for Collaboration on Student Learning and Well-Being for Meeting Diverse Needs |
| **Observation Forms** | Required Observation Elements for each observation | Enter information for Inclusive Instruction in field for Well-Structured Units and Lessons  Enter information for Collaboration on Student Learning and Well-Being for Meeting Diverse Needs  Submit evidence for required Observation Elements of the 2024 revision in the relevant fields. For fields that are bolded in each observation form that are no longer required, enter “NA.” |
| “Active Evidence Collection” box | DESE will not require submission of active evidence collection; SOs may choose to collect this in any format or may disregard |
| Specific strategies or recommendations to improve in these areas | Include these recommendations as a component of the written feedback provided to the candidate |
| **Summative Assessment** | Updated Essential Elements | Enter information for Inclusive Instruction in field for Well-Structured Units and Lessons  Enter information for Collaboration on Student Learning and Well-Being for Meeting Diverse Needs |
| Shifts in required evidence for each element | SOs may disregard the required components of evidence except the requirement to use observations for I-A-1, I-C-2, and II-B-2. |

For any fields with bolded text that require evidence, the user should enter “NA.”

**Early Literacy Observation Forms**

Beginning in the 2024-2025 academic year, the Early Literacy Observation Form is required for use for all candidates in relevant programs. For more information about submitting data using the Early Literacy Observation Form in the CAP Online Platform, please see the [Early Literacy Observation Form QRG](https://www.doe.mass.edu/edprep/default.html?section=implementation#view-list).